

	CRITICAL INCIDENT RESPONSE POLICY	Operations Order 7.10.00
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1. The objective of this policy is to establish procedures regarding employees involved in a serious incident as defined in this policy, and how and to whom notifications will be made.

2. **DEFINITIONS**

A. Serious Incidents	Officer-involved shootings (does not apply to animal shootings), in-custody deaths, use of force incidents resulting in serious physical injury, and in-custody serious injuries (hospitalization)
B. Primary Transitional Briefing	Conducted by the on-scene supervisor at a confidential location (inside a building, mobile activity command [MAC] van, etc.) and will include a detailed dissemination of the information available on the incident
C. Secondary Investigative Walk Through	Conducted by a person designated by the on-scene supervisor and will be a general information session.

3. **NOTIFICATIONS**

- A. In addition to other notifications made by the duty commander and/or the Communications Bureau, the duty commander or designee will notify the below labor associations'/unions' on-call representatives from a list maintained by the duty commander, designee, or the Communications Bureau:
 - Phoenix Law Enforcement Association (PLEA)
 - Phoenix Police Sergeants and Lieutenants Association (PPSLA)
 - If applicable, civilian labor association/union
- B. One representative from each notified labor association/union may respond to the scene.
 - The labor association/union representative who responds to the scene **will not** be the representative who directly represents the affected employee during the investigation.
- C. For all use of force incidents involving "serious physical injury" a supervisor will be responsible for notifying the Professional Standards Bureau (PSB).
 - PSB will be responsible for making all other notifications, e.g. Office of Accountability and Transparency (OAT).

4. **GENERAL PROCEDURES**

- A. To determine existing threats to the public and identify transitory evidence that must be preserved, the first on-scene supervisor will collect critical, fleeting information in the immediate aftermath of a serious incident by obtaining a "Public Safety Statement" from the involved employees who are able to provide a "Statement."
 - (1) The supervisor should separately obtain a "Public Safety Statement" from each involved officer which the supervisor will document in an Incident Supplement.
 - (2) The below example questions can be used to obtain the "Public Safety Statement":
 - (a) Have you been involved in an officer-involved shooting?
 - (b) Is anyone injured? If so, where are they?
 - (c) Are there any outstanding suspects? If so:
 - Can you provide a description, direction, and mode of flight?
 - How long ago did the suspect/s flee?
 - Were they armed? If so, what were they armed with?



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4. A. (2) (d) Did the suspect/s fire at you? If so:
- Where was the suspect?
 - Where were you?
- (e) Where were you when you fired at the suspect? Where was the suspect?
- (f) Did you move during the encounter? If so, from where to where?
- (g) Are you aware of weapons or evidence that needs to be secured or protected?
- (h) Are you aware of any witnesses? If so, where are they?
- B. Once a "Public Safety Statement" has been obtained, the involved employees will remain on scene, and if not already separated, will be separated and an uninvolved supervisor will be assigned to each involved employee as soon as possible.
- This is necessary to provide one-on-one support, avoid common discussion, and to maintain the integrity of the investigation.
- C. Access to the involved employee/s while on scene will be restricted to the following personnel:
- Designated supervisor
 - Critical Incident Stress Management (CISM) personnel/chaplain
 - Labor association/union representative, upon request of the employee
 - Violent Crimes Bureau (VCB)
 - Professional Standards Bureau (PSB) representative/s
 - If applicable and upon request of the employee, an attorney
- D. Employees involved in a serious incident will not be allowed to talk to another employee who is also involved in the incident.
- E. Involved employees will be permitted and encouraged to call their spouses, significant others, or other family members as soon as practical after a serious incident.
- If the employee has been seriously injured/killed, the employee's family/significant other should be contacted in person by a designated employee who personally knows the involved employee and/or family.
 - The designated employee will provide necessary transportation and other requested assistance.
- F. If requested, involved employees will be permitted to contact a labor association/union representative.
- (1) Prior to the investigation, conversation between the involved employee and labor association/union representative will remain within the scope of allowed representation.
- (2) Labor association/union contact may be by telephone or in person.
- G. If a CISM team is dispatched, additional one-on-one support should be encouraged and provided to the employees involved in a serious incident.
- H. Employees Wearing Body-Worn Cameras
- (1) An employee who is wearing a body-worn camera and who is involved in a serious incident will not access or view the recorded body-worn camera video until the video is released by the criminal investigators.

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4. H. (2) Employees involved in a serious incident and who are wearing body-worn cameras will not be permitted to view body-worn camera video captured by other users.

(3) Following a serious incident, the involved employees' body-worn cameras will be provided to criminal investigators who will be responsible for uploading any recordings.

5. **ON-SCENE BRIEFINGS**

A. Only the following personnel will participate in the primary transitional briefing and the secondary investigative walk through:

- Assigned criminal investigators
- Department management
- County Attorney's Office representative
- PSB investigator/s and supervisor/s
- Department media relations personnel
- Tactical Training Detail representative
- Laboratory Services Bureau (LSB) personnel

Last Organizational Review: